



## Town of Lake Park Town Commission

### Agenda Request Form

Meeting Date: February 5, 2025

Agenda Item No. \_\_\_\_\_

**Agenda Title: Town Grantmaking Program Application – Proposed Revisions**

[ ] SPECIAL PRESENTATION/REPORTS [X] **CONSENT AGENDA**  
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS  
[ ] PUBLIC HEARING ORDINANCE ON FIRST READING  
[ ] NEW BUSINESS  
[ ] OTHER: \_\_\_\_\_

Approved by Town Manager \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: *Merrill Angstreich, Grant Writer/Chief Public Information Officer*

<b>Originating Department:</b>  <b>Town Manager</b>	Costs: <b>\$ 0.00</b> Funding Source: Acct. # [ ] Finance _____	<b><u>Attachments:</u></b>  <b>DRAFT revised grant application</b>  <b>SAMPLE scoring sheet</b>
<b>Advertised:</b> Date: _____ Paper: _____ <b>[x] Not Required</b>	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone ____ OR Not applicable in this case <u>MA</u> <b>Please initial one.</b>

**Summary Explanation/Background:** When possible, the Town of Lake Park allocates funds to its grantmaking program. This program provides an opportunity for local business entities (including nonprofits) to apply for funding to support programs that will benefit the community.

Historically, applicants were required to submit multiple hard copies of their application by a stated deadline (date and time) in order to be considered for funding. In addition, for a number of years, prospective applicants were required to attend a pre-application meeting presented by the Town's

Grant Writer/Chief Public Information Officer in order to be able to ask any questions they had related to the application process; that requirement was removed at the request of a former Town Commission.

The proposed revisions to this program, if approved, would require applications to be submitted electronically, thereby removing the inconvenience and expense of submitting multiple hard copies.

Additionally, it is proposed to re-establish the requirement for prospective applicants to attend the pre-application meeting. The opportunity for interested applicants to have a one-on-one meeting with the Grant Writer/Chief Public Information Officer is also available once again. (It should be noted that there is now only one grant program, as what was previously known as the "Small Grant Program" is now the Town's Block Party Grant Program, which is administered by the Special Events Department.)

Once approved by the Commission, meeting dates and a due date will be incorporated into the application and the document will be converted to a fillable PDF and posted on the Town's website.

Notification of the application's availability will then be disseminated via Constant Contact and on the Town's social media platforms.

**Recommended Motion:** I move that the Commission approve the revised grant application and procedure.